

2016

BUREAU COUNTY, ILLINOIS EMPLOYEE HANDBOOK



Bureau County Courthouse
700 South Main Street
Princeton, Illinois 61356

FOREWORD

Whether you have just joined our staff or have been with Bureau County, Illinois (hereinafter “Bureau County” or “County”) for a while, we are confident that you will find this a dynamic and rewarding place in which to work, and we look forward to a productive and successful association. We consider the employees of Bureau County to be one of its most valuable resources. This handbook has been written to serve as the guide for the employer/employee relationship.

There are several things to keep in mind about this handbook. First, it contains only general information and guidelines. It is not intended to be comprehensive or to address all the possible applications of, or exceptions to, the general policies and procedures described. For that reason, if you have any questions concerning eligibility for a particular benefit or the applicability of a policy or practice to you, you should address your specific questions with the Supervisor. Neither this handbook nor any other document confers any contractual right, either express or implied, to remain in the County’s employ. Nor does it guarantee any fixed terms and conditions of your employment. Your employment is not for any specific time and may be terminated at will with or without cause and without prior notice by the County, or you may resign for any reason at any time. No supervisor or other representative of the County, other than the County Board, has the authority to enter into any agreement for employment for any specified period of time or to make any agreement contrary to the above. Any such agreement with the Board must be by specific individual agreement in writing and signed by the Chairperson and the employee. No one has the authority to make any oral statements that should be considered or construed as a contract or guarantee of employment or compensation, or guarantee of employment in a particular position with the County.

It is the preference of Bureau County that employees reside within the geographic boundaries of Bureau County, Illinois.

The procedures, practices, policies and benefits described here may be modified or discontinued from time to time. We will try to inform you of any changes as they occur.

This handbook and the information in it should be treated as confidential. No portion of this handbook should be disclosed to others, except Bureau County employees and others affiliated with Bureau County whose knowledge of the information is required in the normal course of business.

Some subjects described in this handbook are covered in detail in official policy documents. Refer to these documents for specific information because the handbook only briefly summarizes those guidelines and benefits. Please note that the terms of the written insurance policies are controlling and override any statements made in this or other documents.

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APPLICABILITY

The provisions of this handbook shall apply to all County Employees. In the event of an inconsistency between this handbook and the provisions of any collective bargaining agreement, the provisions of the collective bargaining agreement will take precedence.

County Employees not covered by this policy are Elected Officials, County Board Members, and employees of elected officials who have not adopted this policy.

This policy does not apply to Employees of other agencies related to the County, including but not limited to Regional Office of Education and the E-911 employees.

For the purposes of this handbook the terms Constitutional Officer, Elected Official and Department Head are used interchangeably. It is understood that all Constitutional Officers by their position are department heads but all department heads are not Constitutional Officers.

STATEMENT OF PURPOSE

This policy is not, and is not to be considered as, a contract of employment. Rather, it is designed to acquaint you with Bureau County Government and to provide you with the information about working conditions, employee benefits, and policies affecting your employment. You should read and understand all provisions in the handbook. It describes many of your responsibilities as an employee and outlines the programs developed by the County Board committees to benefit employees. One of the objectives is to provide a work environment that is conducive to both personal and professional growth.

No employee handbook can anticipate every circumstance or question about policy. As Bureau County Government continues to evolve, the needs may change and the Elected/Appointed Officials, through an action of the County Board, reserve the right to revise, supplement or rescind any policies or any portion of the handbook as is deemed appropriate, in the Board's discretion.

An employee and the County each have the mutual right to terminate their employment relationship at any time for any reason – with or without cause and with or without notice. Unless otherwise provided in a written contract, employees of the County of Bureau are employed on an “at-will” basis and the employment relationship may be terminated at any time without notice and without cause. The only exception to any changes is the employment-at-will policy permitting you or an Elected/Appointed Official to end the employee/employer relationship for any reason and at any time. Employees will of course be notified of any such changes as they occur. No supervisor or other representative of the County, other than the County Board, has the authority to enter into any agreement for employment for any specified period of time or to make any agreement contrary to the above (Health Department Board will utilize Statute 55 ILCS 5/5-25013). Any such agreement with the Board must be by specific individual agreement in writing and signed by the Chairperson and the employee. No one has the authority to make any oral statements that should be considered or construed as a contract or guarantee of employment or compensation, or guarantee of employment in a particular position with the County.

Every employee shall certify receipt of a copy of this manual upon hire or as distributed to current employees.

DIVERSITY

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

Bureau County provides equal employment opportunities (EEO) to all employees and applicants for employment without unlawful regard to race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, genetic information, marital status, amnesty or status as a covered veteran in accordance with applicable federal, state and local laws. Bureau County complies with applicable state and local laws governing nondiscrimination in employment in every location in which the County has facilities. This policy applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

Bureau County expressly prohibits any form of unlawful employee harassment based on race, color, religion, gender, sexual orientation, national origin, age, genetic information, disability or veteran status. Improper interference with the ability of Bureau County employees to perform their expected job duties is absolutely not tolerated.

ANTI-HARASSMENT & DISCRIMINATION POLICY

Bureau County is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits unlawful discriminatory practices, including harassment. Therefore, Bureau County expects that all relationships among persons in the office will be business-like and free of bias, prejudice and harassment.

It is the policy of Bureau County to ensure equal employment opportunity without unlawful discrimination or harassment on the basis of race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, genetic information, marital status, amnesty or status as a covered veteran. Bureau County prohibits any such discrimination or harassment.

Bureau County encourages reporting of all perceived incidents of discrimination or harassment. It is the policy of Bureau County to promptly and thoroughly investigate such reports. Bureau County prohibits retaliation against any individual who reports discrimination or harassment or who participates in an investigation of such reports.

DEFINITIONS OF HARASSMENT

Sexual harassment constitutes discrimination and is illegal under federal, state and local laws. For the purposes of this policy, sexual harassment is defined, as in the Equal Employment Opportunity Commission Guidelines, as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when, for example a) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; b) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or c) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Sexual harassment may include a range of subtle and not-so-subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; leering, whistling or touching; insulting or obscene comments or gestures; display in the workplace of sexually suggestive objects or pictures; and other physical, verbal or visual conduct of a sexual nature.

Harassment on the basis of any other protected characteristic is also strictly prohibited. Under this policy, harassment is verbal, written or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, religion, gender, sexual orientation, national origin, age, disability, marital status, citizenship, genetic information or any other characteristic protected by law or that of his/her relatives, friends or employees, and that a) has the purpose or effect of creating an intimidating, hostile or offensive work environment; b) has the purpose or effect of unreasonably interfering with an individual's work performance; or c) otherwise adversely affects an individual's employment opportunities.

Harassing conduct includes epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes; and written or graphic material that denigrates or shows hostility or aversion toward an individual or group and that is placed on walls or elsewhere on the employer's premises or circulated in the workplace, on County time or using County equipment via e-mail, phone (including voice messages), text messages, tweets, blogs, social networking sites or other means.

INDIVIDUALS AND CONDUCT COVERED

The policies under this section are designated to protect employees, prospective employees, and individuals conducting business with Bureau County.

Conduct prohibited by this section is unacceptable in the scope of employment. Scope of employment includes but is not limited to business or professional conferences, seminars and business or government related social events.

AMERICANS WITH DISABILITIES ACT (ADA) AND THE ADA AMENDMENTS ACT (ADAAA)

The Americans with Disabilities Act (ADA) and the Americans with Disabilities Amendments Act, known as the ADAAA, are federal laws that prohibit employers with 15 or more employees from discriminating against applicants and individuals with disabilities and that when needed provide reasonable accommodations to applicants and employees who are qualified for a job, with or without reasonable accommodations, so that they may perform the essential job duties of the position.

It is the policy of Bureau County to comply with all federal and state laws concerning the employment of persons with disabilities and to act in accordance with regulations and guidance issued by the Equal Employment Opportunity Commission (EEOC). Furthermore, it is our policy not to discriminate against qualified individuals with disabilities in regard to application

procedures, hiring, advancement, discharge, compensation, training or other terms, conditions and privileges of employment.

The County will reasonably accommodate qualified individuals with a disability so that they can perform the essential functions of a job unless doing so causes a direct threat to these individuals or others in the workplace and the threat cannot be eliminated by reasonable accommodation and/or if the accommodation creates an undue hardship to Bureau County. Contact your Supervisor or the County Administrator with any questions or requests for accommodation.

EMPLOYMENT PROBLEM OR GRIEVANCE RESOLUTION PROCEDURE

Bureau County realizes that employees of the County from time to time may have complaints or concerns regarding their jobs, working conditions, supervisors or fellow employees that the employee may be unable to resolve on an informal basis. Therefore, this formal procedure is designed to resolve such complaints or concerns as quickly as possible, and/or clearly communicate to the involved employee why the matter of concern cannot be resolved to their satisfaction.

Any employee having a work-related concern, problem or grievance relating to his/her employment shall first discuss the concern, problem or grievance with his/her Supervisor. If the problem is not settled to the employee's satisfaction, the employee may present his/her formal grievance in accordance with the following guidelines.

NO RETALIATION PLEDGE

No employee will be subject to reprisal due to his/her good faith involvement in a grievance. An employee may complete a grievance even if resignation, suspension or termination occurs.

SUBJECT MATTER OF GRIEVANCE

Only one subject matter shall be covered in any one grievance. A grievance shall contain in writing the following:

- A statement of the employee's position;
- The date the dispute occurred;
- The relief sought;
- The signature of the grieving employee; and
- The date the grievance was given to the Supervisor.

STEPS IN FORMAL GRIEVANCE PROCEDURE

An employee's failure to submit a grievance to the next step/level within specified time limits shall mean that the employee has accepted the last answer given in this process.

- Step 1:** The employee shall present the grievance in writing to their department head, explaining its nature and circumstances, within ten (10) department working days after learning of the circumstances or conditions which gave rise to the grievance. The department head shall schedule a conference to discuss the written grievance within ten (10) department working days of its presentation. The department head

shall respond to the grievance in writing as soon as possible, but not to exceed ten (10) working days after the conference.

Step 2: If the grievance is not satisfactorily resolved or no answer is given within the time limit set forth in Step 1, the employee may submit a copy of the written statement of grievance submitted in Step 1 within ten (10) working days from the date the decision was due, to the Chairman of the County Board Personnel Committee for review and determination. The Chairman of the County Board Personnel Committee shall schedule a conference with all parties heretofore mentioned, as soon as practical, but within twenty (20) working days of receipt of the grievance. The County Board Personnel Committee shall respond to the grievance in writing, as soon as possible, but not to exceed ten (10) working days of the conference. This step shall also apply to grievances lodged against the Supervisor. At this and later steps, the employee may be represented or accompanied by an individual of his/her choice.

Step 3: In the event the decision of the County Board Personnel Committee does not resolve the grievance to the employee's satisfaction, the aggrieved may request an appearance in writing with the County Clerk before the next regularly scheduled official meeting of the Bureau County Board, such meeting may be held in closed session, in accordance with the Illinois Open Meeting Act. The employee may be represented by counsel. The decision of a majority of the members of the Bureau County Board present at the meeting will be final. The results of their deliberations will be recorded in the minutes of the meeting and a copy of those results provided to the employee within two working days after finalization.

In the discussions or meetings in Step 1, 2, and 3, the employee shall be present. The parties involved may present any relevant testimony during a grievance process. The parties may bring supporting documents to any grievance discussions or meetings. In each step of a grievance a formal written summary of the proceedings and outcome will be required; copies will be distributed to those involved. Accurate facts will be recorded from all involved and concerned. Time periods specified for County responses at each Step will be followed under normal circumstances; if the time frames cannot be met or new time frames cannot be agreed upon by both parties under the specific circumstances, the employee will be notified and the remedy will be to advance to the next step

EMPLOYEE RELATIONS

The Officials of Bureau County strive to ensure that work conditions, wages and benefits offered to employees are competitive with those offered by other employers in the area. If an employee has concerns about work conditions or compensation, they should be voiced openly and directly to the Elected/Appointed Official of the relevant Department. It's believed that the Elected/Appointed Officials and County Board members amply demonstrate commitment to employees by responding effectively to employee concerns.

RECRUITMENT AND SELECTION OF PERSONNEL

It shall be the policy of the Bureau County departments to advertise and post all wage hour vacancies with the appropriate local Illinois State Job Service Office, online or with a newspaper of general circulation in the County. (Sheriff's Office will follow the rules of the Merit Commission insofar as deputies are concerned). This posting will include the name of the position available, a brief job description, necessary qualifications (i.e. education requirements or work experience) as well as the deadline for submitted applications.

During the allowable application time period, the County Administrator will accept all resumes and formal applications. This material will be presented to the Department Head that has the vacancy. Based on the interview, credentials and/or reference checks, the Department Head shall select the appropriate candidate to fill the position. Each person will be employed on the basis of ability and qualifications.

Once a candidate has been offered the position and accepts, the remaining applicants who were interviewed will be notified in writing that the position has been filled. All employment applications will be returned to the hiring Department Head.

IMMIGRATION LAW COMPLIANCE

Bureau County is committed to employing only Citizens of the United States and aliens who are authorized to work in the United States and does not unlawfully discriminate based on citizenship or national origin.

In compliance with the Immigration Reform and Control Act of 1986, each new employee as a condition of employment must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form if they have not completed an I-9 with the County within the past three years, or if their previous I-9 is no longer retained or valid.

POLITICAL ACTIVITIES

Bureau County encourages County employees to take their civic responsibility seriously and support good government. Employees may join, affiliate with and support the principles or policies of civic organizations of a political nature in accordance with the Constitution and laws of the United States of America and the State of Illinois. However, no employee shall:

- Engage in any political activity while on duty or within any period of time during which he/she is expected to render services compensated by the County;
- Be required, as a duty of his/her office or employment, or as a condition of employment, promotion or tenure of office, to contribute funds for political or partisan purposes;
- Solicit, or act as custodian of, funds for political or partisan purposes while on duty as an employee of the County;
- Coerce or compel contributions for political or partisan purposes from any other employee of the County.

COMPENSATION

DEDUCTIONS FROM PAY

The following standard deductions are authorized by law to be deducted from your pay:

- FICA (Social Security and Medicare)
- State Income Tax
- Federal Income Tax
- Garnishment/Wage Withholding
- Retirement Contribution

There are other deductions that only you may authorize. You must initiate any changes to the following deductions:

- Health Insurance & Dependent Health Insurance
- Dental Insurance & Dependent Dental Insurance
- Supplemental Life Insurance
- Charitable Contributions
- 401(k) or 457 Deferred Compensation
- Flexible Spending Account Contributions
- Cancer Insurance Premium Payment
- Accident Insurance Premium Payment
- Union Dues

DIRECT DEPOSIT

Direct Deposit is encouraged of all employees except those whose payroll arrangements were made under prior union or other agreements. The employee must provide banking information to the payroll department on the date of hire. The County Treasurer's Office will assist you with initial enrollment and with subsequent changes of banks or accounts. If a current employee changes banking facility, the payroll department should be notified immediately. You will receive a confidential "Statement of Earnings & Deductions" each payday.

PAY PERIODS AND PAYMENT OF WAGES

Bureau County offers three pay cycles. One is being paid every other Friday, 26 times a year. The second is twice a month (24 times a year) with employees being paid on the 15th and 28th of the month. The third is once a month. As a general guide the following departments/offices are paid every two weeks: Hourly employees including; Courthouse employees, Maintenance staff, Sheriff's Department, County Highway Department, and the Health Department.

Those areas being paid twice a month are all fixed salaried individuals of the County whether they are elected officials, department heads, appointed officials of the County.

Those areas being once a month are: County Board Members, County Coroner, Board of Appeals Members, Board of Review Members, Planning Commission Members, and Bailiffs.

For most County employees, the pay period ends at midnight on the Saturday preceding a payday. If a regular payday falls on a holiday or non-business day, employees will receive their pay on the

last working day prior to the holiday. Each employee will complete a payroll time sheet to record hours worked and leave taken during each pay period. Specific instructions on completing the time sheet are available from your supervisor or the Finance Department

It is the County's policy that employee paychecks will only be given personally to that employee or mailed to his/her home address.

Employees may be paid by check or through direct deposit of funds to either a savings or checking account at the financial institution of their choice.

If an employee's marital status changes or the number of exemptions previously claimed increases or decreases, a new Form W-4 must be submitted to the County.

No salary advances will be made.

OVERTIME

Non-exempt employees (defined by applicable wage and hour laws based upon job duties) will receive overtime pay (at the rate of one and one-half times the employee's regular 'rate), for all hours worked in excess of 40 hours in any given work week or holiday when offices are required to be open, in accordance with the requirements of federal and/or state law. Any time worked in excess of 40 hours per week must be authorized in advance by your Supervisor. Employees who work overtime without obtaining proper authorization may be subject to discipline up to and including discharge.

If budget constraints require, Supervisors may grant compensatory time off in lieu of overtime pay. If granted, compensatory time off will be allowed at 1 1/2 hours for every hour worked, over 40 hours per week. At the discretion of the Supervisor, exempt employees (defined by salary and job duties) may request compensatory time off in accordance with applicable laws. The use of any compensatory time granted must be scheduled in advance with the employee's Supervisor and must not unduly disrupt the operation of the department.

GENERAL EMPLOYMENT

ATTENDANCE

Regular and punctual attendance at work shall be required of all employees. Employees who fail to observe attendance requirements and procedures for recording and reporting of attendance shall be subject to disciplinary action, up to and including dismissal.

CHANGE OF EMPLOYEE INFORMATION

Employees must notify their department of any changes in personal information which will affect their employment or benefits with the County within five (5) business days. Personal information includes, but is not limited to, home address, home telephone number, number of dependents, emergency contacts and marital status.

Failure to report changes in a timely manner may jeopardize benefits. Falsification of information may result in disciplinary action.

EMERGENCY CLOSINGS

At times, emergencies such as severe weather, fires, power failures, or earthquakes may disrupt County operations. In extreme cases, these circumstances may require the closing of a County facility. In the event that this occurs during non-business hours, local radio and/or television stations will be asked to broadcast notification of the closing.

Provisions of this section are applicable only to the Courthouse and are not applicable to the Highway Department and the Sheriff's Department. The decision to close the Courthouse is the responsibility of the Sheriff. The decision to close the Courts is the responsibility of the Chief Judge of the 13th Judicial Circuit.

EMPLOYMENT CATEGORIES

This section is to clarify the definitions of employment classifications so that employees understand employment status and benefit eligibility. These classifications do not guarantee employment for any specified period. Accordingly, the right to terminate the employment relationship at will at any time is retained by both the employee and the County employer.

Each employee is designated as Non-Exempt or Exempt from federal and state wage and hour laws. An employee's Exempt or Non-Exempt status classification may be changed only upon written notification of the County Board or the Board's designated agent.

- Non-exempt employees. Non-exempt employees are all employees who are not defined by the Fair Labor Standards Act as "exempt." Non-exempt employees are paid hourly and are eligible for overtime compensation. Overtime is paid at the rate of time and one half (i.e., one and one-half times) their regular rate of pay for all hours worked beyond forty paid hours in a workweek, in accordance with applicable state and federal wage and hour laws.

Non-exempt employees should not work overtime without advance authorization from a supervisor. Failure to obtain a supervisor's authorization prior to working any overtime, including working through an unpaid lunch, may result in disciplinary action, up to and including termination.

Normal Business Hours: The current business hours of the County offices for non-exempt employees are Monday through Friday, 8:00 a.m. to 4:00 p.m.

The County reserves the right to determine the normal business hours of any non-exempt employee. Full-time, non-exempt employees will be provided with a one-hour unpaid lunch period and two fifteen (15) minute paid breaks during a full work day. (Health Department non-exempt employees consult with your Department Head.)

- Exempt employees. An "exempt" employee is an employee who is not eligible for overtime pay under the Fair Labor Standards Act. Exempt employees include executive, administrative and professional employees as defined by FLSA. Exempt employees are paid a salary and are not paid an hourly wage.

In addition to having Exempt or Non-exempt status, each employee will belong to one of the following categories:

- Full Time – A person for a County Office, including Officers, is considered a full time employee and is eligible for all County benefits. Temporary or per diem employees are not considered full time employees. The County Board intends that only certain employees of public offices or departments which customarily maintain official office hours of at least 30 hours a week, excluding holidays and officially ordered closings, be provided benefits in addition to salary or wages. Those employees who are to be provided benefits are “full time employees” which, as used in the budget ordinance, means an employee whose performance of duties requires daily attendance and personal presence during officially open office hours, excluding any allowed time away from duties for meals; or an employee whose attendance and personal presence is required for performance of duties at such times and places designated by a county officer or department head for at least forty hours per week, including time allowed for meals; and assistant officers whose performance of duties is generally assigned or assigned from time to time, but whose personal presence is not required on a daily basis for performance of such duties.
- Part Time – A person working an average of less than 30 hours per week is considered a regular part-time employee and is not eligible for County benefits unless otherwise stated. Temporary and Per Diem employees are not considered regular part-time employees.
- Introductory - Employees are those who are hired and are still serving a three (3) month introductory period. During this time, the employee has an opportunity to demonstrate proper attitude and abilities for the position for which they were employed. The employee may be dismissed or may terminate employment without any consideration given to length or service, prior discipline, work history, or other factors at the supervisor’s discretion during this period. Employees who satisfactorily complete the introductory period will be changed to the appropriate employment classification. If the Elected Official/Appointed Official determines that the designated introductory period does not allow sufficient time to thoroughly evaluate the employee’s performance; the introductory period may be extended for a specified period of time.

Employees who are promoted within a department, or apply for and receive a job in another department of County government, are subject to an introductory period in that job. Benefit eligibility and employment status are not changed during this introductory period.

- Temporary Employee – Those who are hired as interim replacements to assist in a specific project or to temporarily supplement the regular work force. Employment assignments in this category are of limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status. While temporary employees receive all legally mandated benefits (such as workers compensation and social security), they are ineligible for all of the County’s other benefit programs unless otherwise mandated.

- Per Diem Employee – Employee that adds to or substitutes for career and limited appointments on a pre-scheduled basis or as needed on a day-to-day. Employees who are considered Per Diem Employees may be scheduled or not scheduled or called off from a pre-established schedule. Additionally, a Per Diem employee's eligibility for scheduling may be discontinued at any time without notice and without cause at the sole discretion of the Elected/Appointed Official without recourse. Per Diem employees are not eligible for any benefit programs except those mandated by law.

INCLEMENT WEATHER

To fulfill Bureau County's obligations to the public, it is the responsibility of each Constitutional Officer/Department Head, as appropriate, to ensure that his/her department or office is open during recognized office hours. It is not County policy to delay opening, close early or close all day in the event of snow. All absences or tardiness caused by inclement weather should be charged to annual leave, compensatory leave or leave without pay. Use of leave without pay during inclement weather is subject to the approval of your Constitutional Officer or Department Head. Although every effort will be made for County offices to remain open for the full scheduled work period, employees who anticipate problems with transportation will be permitted to use leave privileges as listed above.

LAYOFFS

Layoffs are terminations resulting from reorganization, a reduction in supporting funds, or the deletion of work functions. When conditions dictate that the County must reduce staff through a layoff, the County at its sole discretion will determine which employees shall be laid off. If there is more than one employee in the same classification performing the same tasks, layoff may be determined by relative qualifications, merit or seniority. Employees may apply for any available posted position that is not subject to the layoff.

MEDICAL EXAMS

To help ensure that new employees are able to perform their duties safely, medical examinations may be required. After an offer has been made to an applicant entering a designated job category, a medical examination may be performed at the County's expense by a health professional of the County's choice. The offer of employment and assignment to duties is contingent upon satisfactory completion of the exam.

In addition, current employees may be required to undergo a medical examination at County expense when job-related and consistent with business necessity.

Information on an employee's medical condition or history will be kept separate from other employee information and maintained. Access to this information will be limited to those who have a legitimate need to know.

PERSONNEL FILES

The Treasurer's Office shall keep a central personnel file for each employee. The Department Head is free to keep working files but material not maintained in the central personnel file may not provide the basis for disciplinary or other action against an employee.

Upon written request of an employee, the Treasurer's Office shall reasonably permit an employee to inspect his/her personnel file subject to the following:

- A. Such inspection shall occur no longer than seven (7) business days following receipt of the request and each employee shall be limited to no more than two inspections each year;
- B. Such inspection may occur during employee's working hours upon reasonable request;
- C. The employee shall not be permitted to remove any part of the personnel file from the premises but may obtain copies of any information contained therein;
- D. If an employee disagrees with any information contained in the personnel file, the employee may submit a written statement of his/her position which shall become an integral part of that portion of the file over which disagreement exists, until such portion is permanently removed from such file;
- E. Pre-employment information, such as reference reports, credit checks and information provided to the Employer with a specific request that it remain confidential shall not be subject to inspection or copying.

Employees shall be given notice by Employer when a formal, written warning or other disciplinary documentation is permanently placed in their personnel file.

TIMEKEEPING

Accurately recording time worked is the responsibility of every non-exempt employee. Federal and State laws require employers to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is the time actually spent on the job performing assigned duties.

Non-exempt employees should accurately record the time they begin and end the work day, as well as the beginning and ending time of each meal period. They should also record the beginning and ending time of any split shift or departure from work for personal reasons. The Elected/Appointed Official must always approve overtime work before it is performed.

Altering, falsifying, tampering with time records or recording time on another employee's time record may result in disciplinary action, up to and including termination of the employee.

Nonexempt employees should report to work no more than 15 minutes prior to their scheduled starting time nor stay more than 15 minutes after their scheduled stop time without express prior authorization from the Elected/Appointed Official. It is the employees' responsibility to sign the time records to certify the accuracy of all time recorded. The supervisor will review and then initial the time record before submitting it for payroll processing. In addition, if corrections or modifications are made to the time record, both the employee and the Elected/Appointed Official must verify the accuracy of the change by initialing the time record.

WORK HOURS

Except for County Highway Department, Health Department, and Sheriff's Department, professional employees and exempt employees as defined below, the normal working hours of all full-time employees of Bureau County shall be 8:00 a.m. and continuing through 4:00 p.m., Monday through Friday.

A work week shall be defined as Sunday through Saturday at midnight. Each employee shall be generally allowed one unpaid hour (60 minutes) for lunch taken in such a manner so as to ensure the department's operation is not impaired. Due to seasonal and job requirements, the hours of employment of the County Highway Department, Health Department, and the Sheriff's Department shall be established and communicated by those Supervisors.

Employees will submit their time record weekly as directed by their Supervisor. Each employee is to maintain an accurate daily record of his or her hours worked. All absences from work schedules should be appropriately recorded.

EMPLOYEE CONDUCT

DISCIPLINARY POLICY/PROCEDURES

Employees must acquaint themselves with the performance criteria for their job and with all applicable rules, procedures and standards of conduct. The County expects its employees to perform their job duties in a satisfactory manner, maintain a high level of professionalism and conduct themselves in an honest and efficient manner at all times.

Please notice surveillance cameras are used throughout the courthouse. It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. The following are examples of infractions of rules of conduct that may result in disciplinary action, up to and including termination of employment. See your department head if you are unsure of what constitutes professional and acceptable conduct.

- Theft or inappropriate removal or possession of County property
- Falsification of time keeping records
- Working under the influence of alcohol or illegal drugs
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, or while operating employer-owned vehicles or equipment.
- Fighting or threatening violence in the workplace
- Negligence or improper conduct leading to damage of employer-owned or customer-owned property
- Insubordination or other disrespectful conduct
- Violation of safety or health rules
- Smoking in prohibited areas
- Sexual or other unlawful or unwelcome harassment
- Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace
- Excessive absenteeism, tardiness or absence without notice
- Unauthorized absence from workstation during the workday
- Unauthorized use of telephone, e-mail system, or other employer-owned equipment
- Unauthorized disclosure of confidential information
- Violation of personnel policies

- Unsatisfactory job performance or personal conduct
- Sleeping while on the job
- Criminal activity of any kind at anytime
- False or misleading information on employment application form
- Violating any state or federal statute
- Noncompliance with Sheriff's policy on key card usage.

Disciplinary action may result from performance deficiencies and for misconduct. The County recognizes the principles of progressive discipline, but retains the absolute discretion to impose whatever disciplinary action it deems appropriate in a given case. Discipline may not always be gradual or progressive.

Disciplinary action may be in one or more of the following forms: verbal warning, written warning/reprimand, suspension without pay, demotion or discharge.

- A. **Verbal Warning:** This should be noted in the employee's personnel file as to the time and date of the infraction and the nature of the infraction. The employee shall be advised that there will be a notation in their personnel file.
- B. **Written Warning:** A written warning should be given to the employee if he/she continues to have difficulties in the same area. However, the department head may give a written warning to an employee after a verbal warning, even if the problem area is different. Finally, the department head may issue a written warning if the violation or infraction is a serious nature, but does not justify dismissal. A copy of this warning should be included in the employee's personnel file, and each employee should sign and date a statement that he/she received the warning.
- C. **Suspension:** The department head may, as a disciplinary action, suspend without pay any employee. Upon evidence or reasonable suspicion or a serious offense against the County, another employee, a client or the public; and after consultation with the employee, the department head may order an employee absent from duties without pay for a period not to exceed five working days. The department head shall, within 48 hours of such action, prepare a written report stating the grounds for such action and submit it to the suspended employee. An employee may appeal his/her suspension to the appropriate members of the County board, provided that the request for review is filed with the County Clerk within 10 working days of the receipt of the written report stating the reasons and duration of the suspension.
- D. **Dismissal:** Certain conduct, may result in discharge of the employee by the department head. The Elected/Appointed Official must prepare a written report of the grounds and the specific reasons for the dismissal, and must provide the same to the employee. In the event an appointed official is the subject of a possible termination; unless a process is called out by contract the appointed officials' primary committee shall make a recommendation to the County Board.

POST-DISCIPLINARY HEARING

Regular full-time employees who receive disciplinary action consisting of suspension without pay for more than five (5) days, demotion or dismissal may request a post-disciplinary hearing. The request must be made within seven (7) calendar days of the date of the imposition of the disciplinary action and must be in writing.

The written request for a post-discipline hearing must be delivered in person or sent via certified mail, return receipt requested, to the County Administrator. The employee's request for a post-discipline hearing must state with particularity why the employee believes the disciplinary action was inappropriate and why and how the employee believes it should be modified. The County Administrator will respond to the employee's request within seven (7) calendar days of its receipt and notify the employee of the decision to grant or deny the employee's request for a post-discipline hearing.

Should the County Administrator grant the employee's request, the County Administrator or the person designated by the Administrator will serve as the hearing officer.

The Administrator will promptly schedule the post-disciplinary hearing, if the request for a hearing is granted. The hearing will be held within thirty (30) calendar days of the Administrator's receipt of the request for a hearing. The Administrator will promptly advise the employee of the name of the hearing officer and the date, time and place of the hearing.

The hearing officer will preside at the hearing and has the authority to determine the order of presentation, relevancy, the form and scope of cross-examination and other matters relevant to the fair and expeditious conduct of the hearing. All hearings will be limited to four hours in length and must be completed in one day. Traditional rules of evidence will not apply.

Both the County and the employee may be represented by counsel at the hearing. The County or the employee may request a court reporter. The requesting party shall bear the expense of the court reporter.

The County bears the burden of proof by a preponderance of the evidence that the discipline imposed on the employee was appropriate. It is at all times understood that County employees are employed on an at-will basis and may be discharged at any time and for any reason or no reason at all.

After the close of the hearing and within five (5) calendar days thereof, unless an extension is granted by the County Administrator, the hearing officer will prepare a written decision. A copy of said decision shall be supplied to the County's representative. The decision of the hearing officer is final.

DRUG-FREE WORKPLACE

Bureau County has a longstanding commitment to provide a safe and productive work environment. Alcohol and drug abuse pose a threat to the health and safety of employees and to the security of our equipment and facilities. For these reasons, Bureau County is committed to the elimination of drug and/or alcohol use and abuse in the workplace.

This policy outlines the practice and procedure designed to correct instances of identified alcohol and/or drug use in the workplace. This policy applies to all employees and all applicants for employment of Bureau County.

Employee Assistance and Drug-Free Awareness

Illegal drug use and alcohol misuse have a number of adverse health and safety consequences. Information about those consequences and sources of help for drug/alcohol problems is available from the Supervisor.

Bureau County will establish a drug free awareness program through the D.A.R.E. program conducted by the Bureau County Sheriff's Office or similar program, to inform employees about the dangers of drug abuse in the workplace and available drug counseling and rehabilitation programs.

Bureau County will assist and support employees who voluntarily seek help for such problems before becoming subject to discipline and/or termination under this or other policies. Such employees may be allowed to use accrued paid time off, placed on leaves of absence, referred to treatment providers and otherwise accommodated as required by law. Such employees may be required to document that they are successfully following prescribed treatment and to take and pass follow-up tests if they hold jobs that are safety sensitive or that require driving or if they have violated this policy previously.

Employees should report to work fit for duty and free of any adverse effects of illegal drugs or alcohol. This policy does not prohibit employees from the lawful use and possession of prescribed medications. Employees must, however, consult with their doctors about the medications' effect on their fitness for duty and ability to work safely and promptly disclose any work restrictions to their supervisor. Employees should not, however, disclose underlying medical conditions unless directed to do so.

Work Rules

The following work rules apply to all employees:

- A. Whenever employees are working, are operating any County vehicle, are present on County premises, or are conducting related work off-site, they are prohibited from:
- B. Using, possessing, buying, selling, manufacturing or dispensing an illegal drug (to include possession of drug paraphernalia).
- C. Being under the influence of alcohol or an illegal drug as defined in this policy.
- D. The presence of any detectable amount of any illegal drug or illegal controlled substance in an employee's body while performing County business or while in a County facility is prohibited.
- E. Bureau County will not allow any employee to perform their duties while taking prescribed drugs that are adversely affecting the employee's ability to safely and effectively perform their job duties. Employees taking a prescribed medication must carry it in the container labeled by a licensed pharmacist or be prepared to produce it if asked.

- F. Any illegal drugs or drug paraphernalia will be turned over to an appropriate law enforcement agency and may result in criminal prosecution.
- G. Any employee of the County who is convicted of any criminal drug statute violation shall notify his/her immediate supervisor of such conviction within five (5) days after such conviction. The County will notify appropriate state and federal grant agencies within ten (10) days after receiving notice of such convictions.
- H. Employees may also be subject to discipline for off duty conduct involving illegal drugs or controlled substances regardless of whether such conduct constitutes or results in any criminal action, where, in the opinion of the County, the employee's conduct adversely affects the County or a Department, including the County's reputation for honesty and safety.

Required Testing

The County retains the right to require the following tests:

- A. **Pre-employment:** All applicants must pass a drug test before beginning work or receiving an offer of employment. Refusal to submit to testing will result in disqualification of further employment consideration.
- B. **Reasonable suspicion:** Employees are subject to testing based on observations by a supervisor of apparent workplace use, possession or impairment. If an employee is suspected of being under the influence while at work, the employee will be transported to the nearest County approved drug testing facility or hospital. All expenses for reasonable suspicion drug testing will be paid by the County.
- C. **Post-accident:** Employees are subject to testing when they cause or contribute to accidents that seriously damage a County vehicle, machinery, equipment or property and/or result in an injury to themselves or another employee requiring off-site medical attention. In any of these instances, the investigation and subsequent testing must take place within two (2) hours following the accident, if not sooner.
- D. **Follow-up:** Employees who have tested positive, or otherwise violated this policy, are subject to discipline up to and including discharge. Depending on the circumstances and the employee's work history/record, Bureau County may offer an employee who violates this policy or tests positive the opportunity to return to work on a last-chance basis pursuant to mutually agreeable terms, which could include follow-up drug testing at times and frequencies for a minimum of one (1) year but not more than two (2) years. If the employee either does not complete his/her rehabilitation program or tests positive after completing the rehabilitation program, he/she will be subject to immediate discharge from employment.

Consequences

Applicants who refuse to cooperate in a drug test or who test positive will not be hired. Employees who refuse to cooperate in required tests or who use, possess, buy, sell, manufacture or dispense an illegal drug in violation of this policy will be terminated. The first time an employee tests positive for alcohol or illegal drug use under this policy, the result will be discipline up to and including discharge.

Employees will be paid for time spent in alcohol/drug testing and then suspended pending the results of the drug/alcohol test. After the results of the test are received, a date/time will be scheduled to discuss the results of the test; this meeting will include a Supervisor. Should the results prove to be negative, the employee will receive back pay for the times/days of suspension.

The County may require employees, as a condition of continued employment, to participate satisfactorily in an approved drug abuse assistance or rehabilitation program, at the employee's expense, as an alternative to, or in conjunction with discipline.

Confidentiality

Information and records relating to positive test results, drug and alcohol dependencies and legitimate medical explanations provided to the medical review officer (MRO) shall be kept confidential to the extent required by law and maintained in secure files separate from normal personnel files.

Inspections

Bureau County reserves the right to inspect all portions of its premises for drugs, alcohol or other contraband. All employees, contract employees and visitors may be asked to cooperate in inspections of their persons, work areas and property that might conceal a drug, alcohol or other contraband. Employees who possess such contraband or refuse to cooperate in such inspections are subject to appropriate discipline up to and including discharge.

Crimes Involving Drugs

Bureau County prohibits all employees from manufacturing, distributing, dispensing, possessing or using an illegal drug in or on County premises or while conducting County business. Employees are also prohibited from misusing legally prescribed or over-the-counter (OTC) drugs. Law enforcement personnel shall be notified, as appropriate, when criminal activity is suspected.

EMPLOYER'S PROPERTY

Employees may be issued documents, equipment, and other property to be used in connection with their employment. Any equipment, files, papers, records, notes and documents of any kind which are provided to employees, or which employees may personally develop or receive from any other person, firm or entity concerning the business of the County's operations shall be deemed to be the property of the County and shall remain with or be returned to the County when the employment relationship is terminated. No employee shall use or permit others to use County property except as required by the employee's job responsibilities or as permitted by the County Administrator.

Employees should maintain their workspace in a professional manner.

GIFTS AND FAVORS

Under no circumstances, shall employees use or attempt to use their positions or place of employment to gain any form of special or preferential treatment that would not otherwise be available to a member of the general public. Any gift, gratuity, or favor that would give the appearance of a conflict of interest, the appearance of impropriety or is contrary to the County

Ethics Ordinance, must be declined. The offer of such a gift and declination thereof should be reported to the employee's supervisor, Department Head or the County Administrator.

No County employee is permitted, in the discharge of their duties to grant any improper favor, service, or gift.

HONESTY AND CONFIDENTIALITY

Honesty and confidentiality are critically important to the operations of County government and the people of Bureau County.

County employees who have access to confidential government information and other privileged and sensitive information concerning the County's business activities and other operational matters shall keep this information confidential. Employees shall not disclose at any time, during or subsequent to their employment, any confidential information as described above.

Dishonesty in the performance of an employee's job or the disclosure of confidential information may subject the employee to discipline, discharge, potential criminal charges or civil action.

INFRACTIONS OF THE LAW

All employees are expected to abide by the law. Employees shall promptly advise their Department Head of any infraction by them that occurs in any jurisdiction.

INTERNAL TRANSFERS/PROMOTIONS

Employees with more than twelve months of service may request consideration to transfer to other jobs as vacancies become available and will be considered along with other applicants. At the same time, the County may initiate transfers of employees between departments and facilities to meet specified work requirements and reassignment of work requirements.

Bureau County offers employees promotions to higher-level positions when appropriate. The County prefers to promote from within and may first consider current employees with the necessary qualifications and skills to fill vacancies above the entry level, unless outside recruitment is considered to be in the County's best interest.

To be considered, employees must have held their current position for at least 12 months, have a satisfactory performance record and have no disciplinary actions during the last 12 months. Management retains the discretion to make exceptions to the policy.

MEDIA

Department Heads serve as the primary media contacts concerning matters that arise out of the business of their respective departments. Department Heads, other than Elected Officials, may develop policies with further detail regarding media relations within their own departments provided they receive approval from the County Administrator for any such policies developed. In the case of matters involved in litigation, the State's Attorneys' Office should be consulted before statements are made to the media. Elected Officials require no such approval by the County Administrator. Employees shall make no media statements relative to their employment or County business except in accordance with their department's approved policy and otherwise applicable law.

NEPOTISM

Nepotism is hiring and/or showing employment or development preference to a family member, or immediate household member, relatives, or relatives of Board members, or other elected official, in disregard of the qualifications of others better suited for that same position or employment condition. The terms "family member" and "relative" as used in these guidelines is by the following relationships: By Blood: parent, child, grandparent, grandchild, brother, sister, half-brother, half-sister, uncle, aunt, nephew, niece, first cousin. By Marriage: husband, wife, step-parent, step-child, brother-in-law, sister-in-law, father-in-law, mother-in-law, son-in-law, daughter-in-law, uncle, aunt, nephew, niece, and step relationships.

It is the policy of Bureau County to provide all employees with equal employment opportunities for career advancement without fear of favoritism or penalty, actual or implied, based on family relations. The basic criteria for appointment and promotion of all County staff will be appropriate qualifications and performance. No relative shall be assigned or hired into a position where the employee would be required to supervise or be supervised by another relative, whether directly or indirectly. This policy is not intended to preclude employment of relatives in other departments within Bureau County. In addition, it does not apply to temporary/seasonal or student intern employees.

If employees in a supervisory relationship become related after employment, every effort will be made to transfer one of the employees to a position or shift where no supervisory relationship exists.

OUTSIDE EMPLOYMENT

Outside employment is defined as labor performed or services rendered for remuneration in cash or in kind which is not undertaken on behalf of the County of Bureau. This does not encompass labor performed or services rendered for bona fide charitable organizations done on a volunteer basis before or after office hours. Such activities for charitable organizations are encouraged to the extent they do not interfere with or take precedence over employees' responsibilities to the County.

An employee may hold a job with another organization as long as it would not (1) present a conflict of interest with one's status as an employee of Bureau County; (2) cause or contribute to the neglect or absence from duties or (3) be in violation of Illinois statutes and any other applicable laws.

All employees will be judged by the same performance standards and will be subject to the County's scheduling demands, regardless of any existing outside work requirements.

If an Elected/Appointed Official determines that an employee's outside work interferes with performance or the ability to meet the requirements of the department as modified from time to time, the employee may be asked to terminate the outside employment if he or she wishes to remain with the department.

Employees shall provide written notification of outside employment to their respective department heads, advising the department of the name of the outside employer, its address and providing a statement of the job duties and functions required by this outside employment.

PHONE USAGE

Employees shall answer all calls respectfully. Employees shall seek to provide each caller with as much service as is reasonably possible at the time of the call, considering the other demands being made on the employee at the time and whether it is in the caller and County's mutual best interest that the information sought on the telephone not be delivered orally, because information should be provided in a face to face or written communication that would remove inherent ambiguity from the inquiry.

Bureau County recognizes that some personal calls are necessary. Employees should use discretion when using County telephones while making personal calls. Such calls should be infrequent and as brief as possible for matters that are urgent, extremely difficult or impractical to schedule outside of working hours. Incurring long distance charges for personal calls while using a County telephone is not permitted.

Employees are expected to refrain from using their personal cell phones at work. The employee must keep the cell phone on silent or vibrate so it will not disturb fellow employees or disrupt the work flow of the office. Employees are permitted to make and receive personal calls that are urgent, extremely difficult or impractical to schedule outside of work hours. Such calls should be infrequent and as brief as possible. Employees should make their personal calls during meal or break periods.

The County is not liable for the loss or damage of personal cell phones brought into the workplace.

PROFESSIONAL CONDUCT & APPEARANCE

County employees represent the County at all times while on the job and may be viewed as County representatives by the public even outside of the employee's regular working hours. Employees are to conform their conduct and appearance to a professional standard while on the job and are not to engage in any conduct while not working that could reflect negatively on the County.

At a minimum, employees must dress and present themselves in a manner evidencing cleanliness, neatness and good taste. Even casual attire must be business appropriate.

SOCIAL MEDIA

Social Media is defined as a media outlet that allows users to generate their own content and share content while networking with other users. Social Media is not strictly limited to the Internet; however, internet-based social media sites present the best opportunity to reach a critical mass of residents and businesses.

Objective of Bureau County's Social Networking Program: "To deliver Bureau County information to residents and businesses in a timely and engaging manner via relevant social networking tools."

Information will include, but not be limited to, Public Event Information, County meeting information, photos from public events, “Did you know...” and links to relevant pages of the County website or in the traditional media.

Social media will NOT be used to share personal opinions, subjective information, political campaign information or political stands. The County Administrator or Board Chairman reserves the right to delete or remove inappropriate and/or offensive comments.

Posting Updates:

The purpose of posting updates is to communicate useful, factual information regarding public events and information. The tone of updates on Social media sites will strive to appropriately convey a feeling of excitement for upcoming events and general announcements. Public meeting updates will maintain a neutral, objective tone. Minimally, updates will be posted on a regular basis during the work week. Posting will be under user names that may include Bureau County, #BureauCounty et al.

Posting Update Requests:

Requests for posting updates on Social media sites will be sent to the County Administrator from the appropriate Department Head or Elected Official or their deputy or assistant.

Requests will include relevant information (event name, date, time, location) and any photos, artwork, or logos associated with the request. Requests may also include a preferred number of announcements and timing (i.e. two weeks prior to the event). Events will be posted on the County’s website and relevant social channels throughout the week to avoid releasing information all at one time, and to keep information fresh.

Fostering a dialogue:

Considering the information posted on each of the sites is informational in nature and will not take on a political bias or tone, it is recommended comments be enabled unless conditions warrant that the comment feature be disabled. Bureau County reserves the right to remove any comments receiving through Social media channels that are found to be spam, obscene, malicious, threatening, hostile, overtly negative or destructive to the dialogue.

SMOKE-FREE WORKPLACE

Pursuant to the Illinois Smoke Free Workplace Act, it is the policy of the County to prohibit smoking on all County premises with only one exception (parking lots mentioned below) in order to provide and maintain a safe and healthy work environment for all employees. The law defines smoking as the "act of lighting, smoking or carrying a lighted or smoldering cigar, cigarette or pipe of any kind." This policy also applies to the use of the “E-cigarette” technology currently available.

Even while smoking outdoors, employees must remember that tobacco use of any kind (including “chewing” tobacco) in the presence of others may be offensive. The rights of others must be a consideration at all times.

The smoke-free workplace policy applies to:

- A. All areas of County buildings.
- B. All County-sponsored off-site conferences and meetings.
- C. All vehicles owned or leased by the County.
- D. All visitors (and vendors) to the County premises.
- E. All contractors and consultants and/or their employees working on the County premises.
- F. All employees, temporary employees and student interns.
- G. All properties leased by the County (including lessor's policy on smoking).

Smoking is permitted in parking lots only as long as they are well beyond 15 feet from any entrance or exit to a building. **Employees who violate this policy will be subject to disciplinary action up to and including immediate discharge.**

TECHNOLOGY RESOURCES POLICY

Bureau County promotes Internet/Intranet and computer use that enables employees to perform County missions and encourages its employees, volunteers, and independent contractor personnel to develop applicable skills and knowledge. Other than occasional personal use of e-mail and internet access, County-provided technology resources may be used only for legitimate business-related communications. Occasional personal use means infrequent, incidental use that is professional and does not interfere with County business, the performance of the user's duties or the availability of technology resources. To the extent possible, such use shall be restricted to meal periods and breaks. It is expected that employees will use their computers and the Internet/Intranet to improve their job knowledge; to access scientific, technical, and other information on topics, which have relevance to the County; and to communicate with their peers in other Government agencies, academia, and industry.

The use of electronic information resources at Bureau County is a privilege, not a right. Inappropriate use of these resources may result in disciplinary action, including the possibility of termination, and/or referral to legal authorities. Bureau County may limit, suspend, or revoke network and/or Internet/Intranet access for any reason.

The County of Bureau reserves the right to monitor all e-mail messages either composed or received in the e-mail system. It is possible that e-mail sent from the County's system can be intercepted on the system and on the Internet/Intranet; therefore, the user should not expect any degree of privacy regarding e-mail messages. E-mail messages deleted by the user may be retrievable from the hard drive, backup tapes, or the receiving or sending e-mail system. All data, information, or records generated in or by any computers or communications systems are the property of Bureau County. Bureau County reserves the right to use any e-mail or other files found in its system for its business activities and to disclose e-mail and other files to appropriate personnel. (Content of e-mail sent to and from Court Employees will not be reviewed without the permission of the court)

Individuals using Government equipment to access the Internet/Intranet are subject to having activities monitored by system or security personnel. Use of this system constitutes consent to security monitoring, and employees should remember that sessions are not private.

The following uses of computer hardware and peripherals are not permitted:

- A. Opening or defacing any computer related equipment for any purpose.
- B. Relocating any type of equipment from the location designated by the County Board.
- C. Applying excessive force or misuse to any computer related equipment.
- D. The following uses of computers and computer software are forbidden:
 - 1) Installing any type of software, County approved or unapproved, on County computers. This includes freeware, shareware, trialware, demoware, etc. All types of software must be approved and installed by the appropriate Constitutional Officer or department head, or their designated vendor or contractor.
 - 2) Downloading and/or installing any software or file from the Internet/Intranet that is not directly related to Bureau County or court related business.
 - 3) Opening and/or executing e-mail attachments that are not directly related to Bureau County or court related business.
 - 4) Access, retrieve, send, or print and text and graphics information that exceeds the bounds of generally accepted standards of good taste and ethics.
 - 5) Use or access to the intentional display or distribution of files containing the following: obscenity, profanity, pornography; expressions of animosity or bias against individuals, groups or organizations, material in violation of regulations prohibiting sexual harassment or other non-business like activities.
 - 6) Engage in any unlawful activities or any other activities that would in any way bring discredit on Bureau County.
 - 7) Engage in any activity that would compromise the security of any Government host computer.
 - 8) Sharing or disclosing of log-in passwords with other users.
 - 9) Store any files on PC hard disks not designated for file storage by the Constitutional Officer or Department Head. The Constitutional Officer or Department Head is responsible for data lost from computer hard disks. All files stored on Bureau County servers are to be backed up regularly.
 - 10) Any diskettes containing files or programs must be virus scanned before loading.

- 11) Install of County-owned software on home computers without expressly receiving written permission from the appropriate Constitutional Officer or Department Head.
- 12) Install of personal software on County-owned computers without expressly receiving written permission from the appropriate Constitutional Officer or Department Head.
- 13) Allow unauthorized users access to private and/or sensitive files. Files should be stored in their appropriate directories based on the hierarchical structure developed by the County. Files intended for personal use only should be stored in the user's personal directory. If the system capability is in place to support it, files for use within a department should be saved in the department's directory. Files for use throughout the County should be stored in the "Courthouse" directory.

Note: Bureau County is responsible for all penalties associated with "software piracy" and/or the illegal use of software on any machine for which Bureau County has "financial accountability." This includes software that has either been self-installed, installed by the appropriate Constitutional Officer or department head, or their designated vendor or contractor, or by anyone else.

The following uses of Internet/Intranet, the Bureau County Network and Other Connectivity Resources and e-mail are prohibited:

- A. Access, retrieve, or print text and graphics information that exceeds the bounds of generally accepted standards of good taste and ethics.
- B. Use or access to the intentional display or distribution of files containing the following: obscenity, profanity, pornography; expressions of animosity or bias against individuals, groups or organizations, material in violation of regulations prohibiting sexual harassment or other non-business like activities.
- C. Engage in any unlawful activities or any other activities that would in any way bring discredit on Bureau County or an elected official.
- D. Engage in personal commercial activities on the Internet/Intranet, including offering services or merchandise for sale or ordering services or merchandise from on-line vendors.
- E. Engage in any activity that would compromise the security of any local, state or federal government host computer. Internet/Intranet and e-mail log-in passwords will not be disclosed or shared with other users.
- F. Engage in any unapproved and/or excessive bandwidth use. This includes listening to or viewing streaming audio and video from the Internet/Intranet and playing of games.

- G. Use Bureau County provided e-mail for purposes that are not beneficial to or directly related to Bureau County or court related business. This includes sending and receiving personal messages to\from County e-mail accounts (This includes sending messages using any e-mail account to a known Bureau County address).
- H. Create personal e-mail accounts on Bureau County computers. Any types of accounts that are not provided by the County are not permitted on County computers.
- I. Engage in any fund raising activity, endorse any product or services, participate in any lobbying activity, or engage in any active political activity.
- J. Participate in news groups, chat sessions, or e-mail discussion groups without approval from the Constitutional Officer or Department Head. These include any chat sessions initiated through a messaging program. Participation in subject matter ListServ and other professional job related forums is allowed.
- K. Download files and information for personal use.
- L. Using Internet/Intranet/E-mail in any way that violates copyright laws.
- M. Misrepresenting one's identity to compose or intercept messages.
- N. Using Internet/Intranet/E-mail for commercial purposes other than the business of the County.
- O. Creating offensive or malicious messages. These would include, but not be limited to messages that contain profanity, sexually explicit content, race, natural origin or gender specific comments, threats or harassment or any other violations of another's civil rights as outlined in Title VI of the 1964 Civil Rights Act or its amendments.
- P. Using the Internet/Intranet/E-mail system for gambling, betting pools or investment clubs.
- Q. Send or participate in e-mail chain letters.
- R. Engaging in any e-mail activity that would create liability for Bureau County.
- S. Allow individuals who are not employed by Bureau County to use a County employee's e-mail system or account. Only County employees who have an e-mail account and password are permitted to use the e-mail system. E-mail accounts will only be established once the employee has read the Bureau County Computer and Internet/Intranet Acceptable Use Policy and has signed the Bureau County Computer and Internet/Intranet Acceptable Use Policy Acknowledgment Form (see enclosure).
- T. Upon termination of employment, that user's email account and privileges will be revoked.

- U. Inappropriate use of network resources during personal or working time over any type of medium. This includes connections via modem, fiber, cable etc.

Supervisors of County employees, including Constitutional Officers, court administrators, department heads, and elected officials, will have the initial authority in determining whether an employee requires Internet/Intranet skills to accomplish their assigned duties. Supervisors have the responsibility for:

- A. Advising employees of their responsibilities as a result of this policy.
- B. Enforcing this policy.
- C. Initiating the first step in determining whether or not an employee's behavior is acceptable.

Users are responsible for:

- A. Following established security policies and procedures outlined in this policy in their use of Internet/Intranet services. They will also refrain from any practices that might jeopardize the County's computer systems and data files.
- B. Learning about Internet/Intranet etiquette, customs, and courtesies, including those procedures and guidelines to be followed when using remote computer services and transferring files from other computers.
- C. Familiarizing themselves with any special requirements for accessing, protecting, and utilizing data, including Privacy Act materials, copyrighted materials, and procurement sensitive data.
- D. Conducting themselves in a way that reflects positively on the County, since they are identified as County employees on the Internet/Intranet.
- E. Ensuring those employees who are authorized to use Bureau County credit cards are using a secured website.

Exceptions: A department head must submit a written request for exception(s) to the provisions of this policy to the County Administrator.

TERMINATION OF EMPLOYMENT

An employee who voluntarily separates their service with the County should submit a written resignation to their Department Head or Supervisor at least ten (10) working days prior to the effective date of the resignation, if applicable.

As soon as a resignation is received, the supervisor should contact the Treasurer's Office to obtain the information necessary to complete the employee separation paperwork. Any paperwork should be forwarded with the letter of separation, if applicable, to the Treasurer's Office.

The County Administrator and Sheriff's Department must be notified prior to separation for legal requirements (i.e. COBRA) and security reasons (computer access, key cards). Further, supervisors will conduct inventory of all office property such as manuals, books, keys, badges, parking passes, etc. These items are to be accounted for and turned in prior to the last full day of employment. Substantial non-compliance by employees with any of the above mentioned requirements could lead to legal action by the County.

WHISTLEBLOWER PROTECTION

The County is committed to full compliance with all federal and state laws that protect an employee who discloses information to a government or law enforcement agency if the employee has reasonable cause to believe that the information discloses a violation of state or federal law, rule or regulation.

County employees who have reasonable cause to believe that a violation of a state or federal law, rule or regulation is occurring at the County shall report the matter to the County Administrator or Board Chairman.

WORKPLACE VIOLENCE

The County does not tolerate violence in the workplace. This policy applies at all times during working hours, on County property and while an employee is conducting County business.

Employees who become aware of violence are required to report this to the employee's supervisor, Department Head or Sheriff immediately. In case of emergency, dial 9-1-1.

Violence includes, but is not limited to, the following acts and any threats to engage in the following acts:

- A. Any physical behavior that involves aggressive physical contact with any other person, including pushing, hitting, fighting, throwing objects or otherwise intentionally injuring another person or attempting to injure another person;
- B. Any physical behavior that would place a reasonable person in fear of receiving imminent physical injury or other aggressive physical contact of the sort described above;
- C. Possession of a weapon such as a gun, knife, razor or other instrument not authorized for use in the workplace or in the performance of duties that could be used as a weapon;
- D. Verbal behavior which involves threatening physical harm, either directly or implicitly, against any person;
- E. Any act of vandalism or other intentional damage or destruction of County or private property.

EMPLOYEE BENEFITS

BEREAVEMENT LEAVE

Bureau County recognizes the importance of family and the difficulties employees face following the loss of a loved one. For that reason, the County grants its employees bereavement leave in accordance with the following provisions:

When a death occurs in a full time employee's immediate family (mother, father, spouse, son, son-in-law, daughter, daughter-in-law, brother, brother-in-law, sister, sister-in-law, grandparents, grandchildren, mother-in-law, father-in-law, step-mother, step-father or step-children of current marriage) that employee will receive up to three consecutive (3) days' pay based on that employee's average straight time earning per hour at the time leave is taken.

The employee will be entitled to one (1) day's pay in the event of the death of the employee's immediate aunt, uncle, niece or nephew to attend the funeral if such funeral takes place during the employee's normal work week.

Employees will be allowed two (2) hours, without loss of pay, bereavement leave to attend the funeral of a co-workers; four (4) hours if the employee is a pallbearer.

Bereavement leave shall be limited to the allotted time referenced above per funeral and shall be used within a reasonable period time following the death of the family member. An employee must notify their immediate supervisor of the need for bereavement leave within 24 hours of the start of the absence or as soon as practicable.

DEATH BENEFIT POLICY

Bureau County provides a death benefit for regular full-time employees. Part-time, temporary and seasonal employees are not eligible for the Death Benefit.

Date of Coverage: Enrollment occurs on the first of the month following ninety (90) days of consecutive, active full-time employment.

Accidental Death: There is double indemnity for accidental death.

Disbursement: Upon notification of the death of an employee, the named beneficiary or, in the absence of a named beneficiary, the estate of the employee, shall receive the death benefit. The death benefit will be reported on a 1099 form for tax purposes.

DEFERRED COMPENSATION PROGRAM

Bureau County provides an option for all regular full-time and part-time employees to invest a portion of their present earnings in a deferred compensation program (IRS, Section 457), which is currently being administered through Illinois Municipal Retirement Fund (IMRF).

Program: A deferred compensation program offers County employees the opportunity to design a supplemental retirement program by investing pre-tax dollars into an individual account. Employees pay no current state and federal income taxes on money contributed or earnings as their account grows. Employees pay taxes on money when it is withdrawn from the deferred compensation account, generally during retirement.

Enrollment: Program information booklets and enrollment forms are available in the Treasurer's Office. The employee must complete and return the forms to the Treasurer's Office before deductions will begin.

Deductions: Deductions are made directly from each paycheck and sent to the employees account. The minimum deduction is \$20 (twenty dollars) per pay period.

For additional information, please contact the Treasurer's Office.

GROUP MEDICAL AND DENTAL INSURANCE

Regular full-time employees are eligible to participate in the group health, dental and vision insurance programs provided by the County. Part-time, temporary and seasonal employees are ineligible for group health, dental and vision insurance.

Enrollment: An exempt, full-time employee is eligible to enroll on the first day of the month following ninety (90) days of consecutive active full-time employment. A non-exempt, full-time employee is eligible to enroll on the first of the month following ninety (90) days of consecutive active full-time employment. Enrollment must occur within 30 days of the eligibility date or coverage may be denied. Employees who do not initially enroll in the group health, dental and vision program upon starting with the County may do so only during the annual open enrollment period or upon a qualifying event.

Coverage: Specific provisions of the plans available are described in the Benefits Handbooks provided to each employee by the insurance administrator.

Coverage Changes: Annually, there is an open enrollment period during which employees may elect to change group health, vision and/or dental plans. Coverage changes at other times are allowed when there is a qualifying event (i.e. marriage, divorce, birth of a child etc.) Please contact the insurance administrator for a complete listing. Notification of a change must be made as soon as possible, but not later than 30 days following the qualifying event. If new dependents are not added to the list of current dependent members during this thirty (30) day period they will not be able to enroll in the health plan until the next annual open enrollment period with coverage becoming effective on the first of the new plan year.

Continuing Coverage After Termination: Upon termination of employment with the County, the employee may elect to continue coverage under the Consolidated Omnibus Budget Reconciliation Act (COBRA). Cost of this continuation coverage shall be borne solely by the participant, unless otherwise required by law. The insurance administrator provides eligible employees with information on COBRA.

HOLIDAYS

The County Holiday schedule will always be based on the most recent Illinois Supreme Court Holiday Schedule and may change annually.

Regular full-time employees shall receive holidays with pay each year. To qualify for holiday pay, employees must have worked three (3) calendar months in a regular status. An employee must also work the day before and the day after the holiday or take an approved vacation day either before the holiday or after the holiday.

The following shall be recognized as Holidays:

- New Year's Day
- Martin Luther King Day
- Lincoln's Birthday
- Washington's Birthday
- Spring Holiday (Date set by the County Board)
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day
- Veteran's Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Day
- New Years' Eve

If the above-enumerated holidays fall on a Sunday, then the following Monday will be a holiday.

If New Year's Day, Independence Day or Christmas Day falls on a Saturday then the preceding Friday will be a holiday. If New Year's Day or Christmas Day falls on a Thursday, then the following Friday will also be a holiday.

If any of the said holidays fall on any other day of the week, no day following will be a holiday.

If eligible non-exempt employees work on a recognized holiday, they will receive holiday pay plus wages at one and one-half times the regular rate for the hours worked on the holiday.

When a full time employee is called in from his regular day off on the actual day of a holiday, he shall be paid at his overtime rate for all hours worked in addition to his holiday pay.

Paid time off for holidays will not be counted as hours worked for the purposes of calculating overtime.

In case of emergency and when required by the Elected/Appointed Official, employees shall work on holidays and shall be paid at the overtime rate. Employees that are called into work on Sundays and holidays will be paid a minimum of two (2) hours at the overtime rate.

IMRF RETIREMENT AND DISABILITY PROGRAM

Bureau County has a retirement and disability program that is provided through the Illinois Municipal Retirement Fund (IMRF) Program. IMRF is established under statutes adopted by the Illinois General Assembly.

Participation: All regular full-time employees and regular part-time employees who are budgeted to work at least one thousand (1,000) hours per year are required to participate in and contribute to IMRF. Eligible Elected Officials have the option of participating.

Contributions: Contributions are made by both the County and eligible employees beginning with their first paycheck.

Retirement Benefits: IMRF is the sole authority in determining benefit eligibility and the amount of benefit payments. The IMRF retirement pension is based in part on the employee's length of service and average earnings. An IMRF Plan Description Booklet is provided during the employee orientation process and additional copies are available in the Treasurer's Office. Employees first enrolled in IMRF prior to January 1, 2011 shall be enrolled in and receive benefits under Tier 1. Employees first enrolled in IMRF on or after January 1, 2011 shall be enrolled in and receive benefits under Tier 2. Some exclusions may apply.

Disability Benefits: IMRF is the sole authority in determining benefit eligibility and the amount of benefit payments. A disabled employee who has contributed to IMRF for at least one year immediately preceding the date of disability, may be entitled to receive disability payments from IMRF following the initial thirty (30) calendar days of disability. The employee may elect to use accumulated paid hours off in lieu of benefits from IMRF. While receiving IMRF disability benefits, an employee can continue to participate in the County Group Health Insurance Program. Contact the Treasurer's Office or the insurance administrator for further information.

IMRF Death Benefit: IMRF is the sole authority in determining benefit eligibility and the amount of benefit payments. Upon the death of a participating IMRF member who has at least one (1) year of service, the named beneficiary is eligible for a death benefit as determined by IMRF.

Group Health Insurance – IMRF: In accordance with the Illinois Pension Code, as amended by Public Act 86-1444, IMRF retirees who were first enrolled in IMRF prior to January 1, 2011, who retire at age 55 or older, with at least eight (8) years of service credit, are allowed to participate in the County Group Health Insurance Program. In accordance with the Illinois Pension Code, as amended by Public Act 96-0889, IMRF retirees who were first enrolled in IMRF on or after January 1, 2011 who retire at age 62 or older with at least 10 years of service credit, are eligible to participate in the County Group Health Insurance Program. Contact the Treasurer's Office or insurance administrator for specific information and the cost of participation in the program.

Group Health Insurance – Selected Sheriff's Department Employees: In accordance with applicable statutes, eligible retirees who were first enrolled in IMRF prior to January 1, 2011 who retire at age 50 or older, with at least twenty (20) years of service credit are allowed to participate in the County Group Health Insurance Program. In accordance with the Illinois Pension Code, as

amended by Public Act 96-1495, eligible employees first enrolled in IMRF on or after January 1, 2011, who retire at age 50 or older with at least 10 years of service credit are allowed to participate in the County Group Health Insurance Program. Contact the Treasurer's Office or insurance administrator for specific information and the cost of participation in the program.

JURY DUTY

The County encourages employees to fulfill civic responsibilities by serving jury duty when required.

Employees are to notify their respective supervisors immediately upon receipt of a jury notice so that arrangements can be made to cover their assignments. Full time employees called for jury duty will receive their regular pay.

The County will continue to provide health insurance benefits for the full term of the jury duty absence. Any compensation received by the employee as a result of a court related matter (except mileage allowance & parking fees) will be returned to the County Clerk.

PREGNANCY RIGHTS AND ACCOMMODATIONS

Pursuant to the Illinois Human Rights Act, the County provides reasonable accommodations, to the extent required by law, for conditions related to pregnancy, childbirth or related medical conditions. Employees requesting a leave or reasonable accommodation should promptly notify their Supervisor.

Use of Accrued Paid Leave

The County requires employees to use accrued paid sick leave, concurrently with some or all of the leave taken under this policy. Additionally, employees must comply with the County's normal procedures for the applicable leave policy (e.g., call-in procedures, advance notice).

Maintenance of Health Benefits

If employees and their families participate in the County's group health plan, the County will maintain coverage during leave under this policy on the same terms as if employees had continued to work. If applicable, employees must make arrangements to pay their shares of health plan premiums while on leave. In some instances, the County may recover premiums it paid to maintain health coverage or other benefits for employees and their families. Use of leave under this policy will not result in the loss of any employment benefit that accrued prior to the start of leave under this policy. Employees should consult the applicable plan document for information regarding eligibility, coverage and benefits.

Procedures

When seeking leave or a reasonable accommodation under this policy, an employee must provide their Supervisor with the following:

- As soon as practicable and if possible prior to commencing leave, a statement from his or her health care provider supporting the request for leave or reasonable accommodation. The statement should confirm that the requested leave or reasonable accommodation is based on a pregnancy-related disability, and if the statement is provided in support of a

leave request, the statement should include an anticipated start and end date. An employee must also supply periodic reports as deemed appropriate during the leave regarding the employee's status and intent to return to work.

- Upon return from leave, medical certification of fitness for duty before returning to work. The County will require this certification to address whether employees can perform the essential functions of their positions.

Failure to comply with the foregoing requirements may result in delay or denial of leave, or disciplinary action, up to and including termination.

Employer Responsibilities

To the extent required by law, the County will inform employees whether they are eligible for leave under this policy. As detailed in the Family and Medical Leave Act (FMLA) Policy, the County will also inform employees if leave will be designated as FMLA-protected and, to the extent possible, note the amount of leave counted against employees' leave entitlements. If employees are not eligible for FMLA leave, the County will provide a reason for the ineligibility.

Job Restoration

Upon returning from leave, employees will typically be restored to their original positions or to equivalent positions with equivalent pay, benefits, and other employment terms and conditions.

Failure to return after leave

If an employee fails to return to work as scheduled after leave under this policy, or if an employee exceeds the leave entitlement, the employee will be subject to the County's other applicable leave of absence, accommodation and attendance policies. This may result in termination if the employee has no other County-provided leave available to him or her that applies to the continued absence. Likewise, if leave under this policy ran concurrently with FMLA leave, following the conclusion of the FMLA leave, the County's obligation to maintain the employee's group health plan benefits ends (subject to any applicable COBRA rights).

SAFETY IN THE WORKPLACE

To assist in providing a safe and healthy work environment for employees, customers, and visitor's, Bureau County has established a workplace safety program. This program is a top priority for the County. The Safety Committee has the responsibility for implementing, administering, monitoring and evaluating the Safety program. Its success depends on the alertness and personal commitment of all.

The County provides information to employees about workplace safety and health issues through regular internal communication channels such as internal meetings in each department, bulletin board postings, memos or other written communications.

Elected/Appointed Official and employees receive periodic workplace safety training. The training covers potential safety and health hazards and safe work practices and procedures to eliminate or minimize hazards.

Some of the best safety improvement ideas come from employees. Those with ideas, concerns or suggestions for improved safety are encouraged to raise them with their Department Heads.

Each employee is expected to obey all safety rules and to exercise due caution in all work activities. Employees must immediately report any unsafe condition to the appropriate Department Head. Employees who violate safety standards, employees who cause hazardous or dangerous situations, may be subject to disciplinary action up to and including termination of employment.

WORK RELATED INJURIES

All Bureau County employees are covered by the Illinois Worker's Compensation Act. Worker's compensation is a statutory requirement provided by law to all eligible workers who sustain job-related injuries or illness.

Reporting of Injuries: If a work related fatality occurs, the Supervisor must report to OSHA and the Illinois Department of Labor within 8 hours as well as notifying the Treasurer and County Administrator.

If a work related injury requires inpatient hospitalization (not just an ER visit), loss of an eye or amputation, the Supervisor must report to OSHA and the Illinois Department of Labor within 24 hours, as well as notifying the Treasurer and County Administrator.

Any employee injured on the job is required to report the incident immediately to his/her supervisor. If a supervisor is not immediately available, the employee must contact the Department Head, Treasurer or County Administrator. If necessary, the employee will be sent for medical treatment. A post-accident drug and/or alcohol tests will be subject to disciplinary action, not to exclude termination for a first offense in compliance with this policy. Immediate reporting of an injury is necessary to ensure prompt and accurate submission of a worker's compensation claim. The failure to immediately report a work-related injury may result in disciplinary action, up to and including immediate termination.

The employee will complete the Employee Statement of Injury/Illness within 24 hours of the injury. The supervisor will complete the Supervisor's Statement of Injury/Illness and forward to the Treasurer's Office within 24 hours. If an employee refuses medical treatment, the supervisor should document the employee's refusal on the Supervisor's Statement of Injury/Illness. Forms are available from the Treasurer's Office or County Administrator.

All Worker's Compensation documentation must be forwarded to the Treasurer's Office and the County Administrator.

The employee is responsible for informing the treating physician that the injury is work-related and that all claims should be forwarded to the Treasurer's Office. The claim is then submitted to the third party administrator for review.

Injury Status Reports: If an employee is unable to work due to a work-related injury, it is the employee's responsibility to keep his/her supervisor informed as to the status of the injury. The injured employee shall report to his/her supervisor on a weekly basis (or other pre-determined

interval as approved by the supervisor) to report on the status of the injury and indicate when the employee is expected to return to work. Failure to call one's supervisor as required could result in disciplinary action, up to and including termination. All time away from work shall be supported by a physician's statement.

Whenever possible, the County attempts to provide temporary, modified duty. This is done to allow an employee to return to duty as soon as possible when an on the job injury limits the employee's ability to perform the essential job functions. Modified duty assignments are made only when there is a reasonable expectation that the employee will be able to resume full duty within six (6) months. The County is not obligated to create new modified duty positions. If modified duty is available and an employee refuses the offer of modified duty, the employee may cease to be eligible for temporary total disability benefits under worker's compensation provisions.

Benefits: Eligible employees are entitled to receive benefits for compensable work related injuries or illness. Benefits include payment for all medical and rehabilitative care and, in cases that involve lost time, Temporary Total Disability Benefits (TTD).

According to the Illinois worker's compensation law, no compensation is payable to an employee for a work-related injury for the first three (3) complete working days of the employee's incapacity, unless the incapacity continues for 14 or more calendar days. If the injured employee is incapacitated for more than 14 calendar days, workers' compensation will pay the employee retroactively for the first three (3) days of incapacity.

Employees who receive TTD benefits are not eligible for IMRF disability benefits. However, the employee should contact IMRF and the Treasurers' Office if they are unable to work for thirty (30) or more days in order to maintain service credits.

Return to Work: The employee is responsible for notifying his/her supervisor, the Treasurer's Office and County Administration when released to return to work from a work-related injury or illness. Written notice from the physician, specifying work restrictions, if any, is required before the employee can return to work.

SCHOOL VISITATION RIGHTS

The School Visitation Rights Act of 1993 provides employed parents and guardians (who are otherwise unable to meet with educators because of work conflicts) the right to 8 hours of unpaid time off during the school year to attend necessary education or behavioral conferences at their children's schools. The County will provide employees their rights under this act as follows:

- A. This act applies solely to public and private employers with fifty (50) or more individuals in Illinois.
- B. The employee must have been employed at least six (6) months and have been employed at least half time.
- C. The employee can be granted up to eight (8) hours during any school year; no more than four (4) hours may be taken at any one day.
- D. This time can only be taken if the employee has exhausted all earned leave time.

- E. The employee must provide the employer with a written request for leave at least 7 days in advance. In an emergency situation, 24 hours' notice is required.
- F. The leave permitted under this Act will not be paid time.
- G. The school administrator shall provide the employees with documentation of the school visitation.

The School Visitation Rights request form is available from the County Administrator.

SICK LEAVE

The Sick leave program enables regular full-time employees to accrue benefit time to be used when the employee is incapacitated due to a non-work related illness, injury or disability or to care for an ill/disabled immediate family member (see section on FMLA Leave for definition of "immediate family member") and/or in conjunction with an approved family medical leave. Sick leave may be used for time missed due to medical appointments if the employee receives prior approval from the Department Head or designee, and the appointment is scheduled so that it is not unduly disruptive of the employee's work schedule or the department's operation. If an employee has accrued sick leave benefits, the employee will be paid for approved absences that occur during the employees normally scheduled work hours. Sick leave may be used in increments of not less than one (1) hour.

Sick leave pay shall not be considered a right that an employee may use at his/her discretion, use of sick leave for purposes other than those noted above is unauthorized and may be grounds for disciplinary action, up to and including termination.

An employee is required to notify his/her Department Head or designee, in the case of absence from work due to illness or illness in the employee's immediate family, as far as possible in advance of the starting time for the scheduled work day. If an employee misses more than one (1) day of work, the employee is still required to call their supervisor each day of their absence.

An employee may be required to provide a doctor's statement when an employee has been absent due to illness or injury for a period of three (3) days or more.

Accrual of Sick Leave: Sick leave is accrued on the following basis:

Regular full time employees accrue sick leave according to the schedule below.

Schedule of Benefits: Employees earn sick leave on a monthly, 12 cycle basis and may use only time already earned. An employee is allowed to accrue up to a maximum of 40 days of sick leave.

Sick pay for hours not worked is excluded when computing overtime for that week. Sick leave is not earned during any personal leave of absence.

An employee may be disciplined and/or denied the use of paid benefit time if the employee's attendance record reflects an abuse of sick leave. Evidence of such abuse may include, but is not limited to, a pattern of missed Mondays and/or Fridays (i.e. first or last day of the work week) or of attempts to use the sick leave the day after and/or the day before a regularly scheduled day off

(i.e. a paid holiday, vacation day, compensatory day, or a combination thereof) or any other pattern of excess use of sick leave.

Employees are encouraged to bank sick leave to meet serious medical conditions that may arise but employees should be cognizant of not putting the health of fellow employees at risk. Department heads may direct an employee who appears to be ill to use sick leave time and leave work to protect the health of other employees.

An employee who becomes ill during an authorized vacation shall immediately report this to the employee's supervisor. At the sole discretion of the County, the absence during the period of illness may be charged to sick leave rather than vacation time.

Upon separation of employment from the County, any accrued sick leave will be forfeited. Employees eligible for retirement through IMRF may be credited for IMRF pension benefits from their bank.

Employees, both exempt and non-exempt, cannot begin a fiscal year with more than 40 days. Earned sick days in excess of the 40 maximum allowable may be converted at two (2) sick days in exchange for one (1) day.

UNEMPLOYMENT INSURANCE

The following services performed by certain officials, officers and other persons are hereby deemed excluded services from the Illinois Unemployment Act:

- A. All Elected Officials, Elected members to official Boards and members of the County Board;
- B. All jurors and election judges and other members of the judiciary;
- C. Members of the Bureau County Planning Commission, Zoning Board of Appeals, Housing Authority, County Board of School Trustees or selected hearing boards, or officers selected pursuant to the Illinois School Code, and Board of Review, and any study commission or committee for grants or grant applications;
- D. All employees of the County, participating in work-training programs or unemployment work relief financed by any Federal agency or agency of this state;
- E. All inmates, prisoners and all other persons confined in the County jail, whether working for the County or not;
- F. All persons, officials and officers excluded from coverage by the Illinois Unemployment Insurance Act, including but not limited to: independent contractors and court-appointed attorneys for indigents and others;
- G. All officials whose compensation is paid by the State of Illinois.

All other officials, officers, employees and other persons are hereby deemed included services in coverage under the Illinois Unemployment Insurance Act.

VACATION

Vacation time off with pay is available to regular full-time employees to provide opportunities for rest, relaxation and personal pursuits. All vacation eligibility is computed on continuous County employments. Regular full-time employees accrue vacation time as follows:

<u>Years of Service</u>	<u>Vacation Days Earned/Year</u>
1 year to 2	1 week (5 days)
2 through 5	2 weeks (10 days)
5 through 15	3 weeks (15 days)
15 or more	4 weeks (20 days)

For purposes of vacation calculation, a “year” will be based from the employee’s date of hire which is his anniversary date.

The number of hours for which an employee shall be paid for each vacation week shall be the average number of hours worked by that employee per week during the previous twelve month period with a maximum allowance of forty (40) hours.

After eligibility, no employee shall be entitled to a vacation with pay if he/she shall not have worked for Bureau County during at least 15 of the semi-monthly pay periods in the year immediately preceding his/her anniversary date. However, any weeks for which an employee may receive Worker’s Compensation, FMLA and/or vacation pay shall be counted as weeks worked in determining whether that employee has met the requirements of having worked at least 15 of the semi-monthly pay periods during the twelve calendar months preceding the employees anniversary date.

Employees off work and under doctor’s care who do not qualify for a full vacation under the above policy will receive days of vacation in accordance with the following:

Employees having resigned or having been terminated for any reason during the twelve months preceding their anniversary shall be paid for any unused vacation for that year up to 40 (forty) hours on a pro rata basis. Failure to use earned vacation time as permitted herein will result in forfeiture of that vacation time and pay. In the event of the employees death, compensation for all unused vacation time will be paid to the employees designated life insurance beneficiary or, if none, the estate.

The period for taking vacations will be from anniversary date of one year to anniversary date of the following year, subject to the provision stated in the next paragraph.

Vacations will, insofar as possible, be granted at the time which the employee most desires. The final right of allotment of the vacation period, however, is reserved by the employee’s department or office in order to insure the orderly operation of the organization. Seniority will be used in allocating vacation time.

Any holiday which falls within a vacation period will not be deducted as vacation day. Seven (7) days of vacation may be carried over from one year to the following year.

WAGES

Compensation of the County's Elected Officials, with their necessary Clerk and Deputy, will be the same as it appears in the budget. If there is one appointment of one person as Chief Deputy by the Elected Official, that person so appointed Chief Deputy shall be entitled to receive an additional annual stipend in addition to any other salary. Such appointment as Chief Deputy shall be at the will of the Elected Official and upon ceasing to be Chief Deputy the right to receive the additional stipend shall also cease.

A schedule of salaries will be submitted each year by the Department Heads and Elected Officials. Those salaries will be fixed according to the approved budget for that fiscal year.

No Elected Official or Department Head shall add any new employee or increase any salary for any employee over the amount in the adopted budget without the prior written consent and approval of the County Board. In the event any individual employee terminates his/her employment prior to the end of the existing fiscal year, the salary of the replacement, if any, shall be first fixed by the County Board based on the position to be filled and the experience and qualifications of the new employee (Health Department Board will utilize Statute 55 ILCS 5/5-25013).

No Elected Official or Department Head shall pay part-time employees less than the federal minimum wage per hour nor be hired in violation of the Illinois Municipal Retirement Law. It shall be prohibited for any Elected Official or Department Head to employ any person who is under the age of sixteen (16) years. It shall also be prohibited for any Elected Official or Department Head to employ any person who is under the age of eighteen (18) years for more than forty (40) hours per week.

The starting wage shall be set by the Fees & Salaries Committee. Seniority is determined by total amount of uninterrupted service.

LEAVES OF ABSENCE

FMLA LEAVE

The Family and Medical Leave Act (FMLA) of 1993 (29 USCA § 2601 et seq.) provides for up to twelve (12) weeks of unpaid leave to an employee who has been employed for at least twelve (12) months and who has performed at least 1,250 hours of work for the County during the previous twelve (12) month period. The information contained in Section 6.1 is current as of the date of publication. Where a conflict exists between the language of Section 6.1 and State or Federal Law, the law shall prevail. The Department of Labor's publication, *Employee Rights and Responsibilities Under the Family and Medical Leave Act* (WHD 1420, Revised February 2013), is hereby incorporated and made part of this Employee Handbook.

Bureau County uses a rolling 12 month calendar to calculate an employee's Family Medical Leave. Each time an employee requests Family Medical Leave, Bureau County will compute the amount of available time based upon the date of the employee's previous leave, if applicable.

Guidelines: An eligible employee shall be entitled to unpaid leave for one or more of the following:

- A. The birth of a son or daughter, and to care for the newborn child (An employee's entitlement to FMLA leave for a birth expires at the end of the 12-month period beginning on the date of the birth);
- B. For placement with the employee of a son or daughter for adoption or foster care (An employee's entitlement for leave to adoption or foster care expires at the end of the 12-month period beginning on the date of the placement);
- C. To care for the employee's spouse, son, daughter, or parent with a serious health condition,
 - 1) Spouse means husband or wife as defined or recognized under State law for purposes of marriage in the State where the employee resides, including common law marriage in States where it is recognized;
 - 2) Son or daughter means a biological, adopted or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis, who is either under age 18, or age 18 or older and "incapable of self-care because of a mental or physical disability" at the time that FMLA leave is to commence;
 - 3) Parent means a biological, adoptive, step or foster father or mother, or any other individual who stood in loco parentis to the employee when the employee was a son or daughter as defined in paragraph (c) of this section. This term does not include parents "in law."
- D. Because of a serious health condition that makes the employee unable to perform the functions of the employee's job;
- E. Because of any qualifying exigency (see 29 C.F.R. §825.126) arising out of the fact that the employee's spouse, son, daughter or parent is a covered military member on active duty (or has been notified of an impending call or order to active duty) in support of a contingency operation; and
- F. To care for a covered service member with a serious injury or illness if the employee is the spouse, son, daughter, parent or next of kin of the service member (Employees caring for a covered service member may be entitled to take up to 26 weeks of leave to care for the service member during a 12-month period).

All questions concerning eligibility for FMLA leave should be directed to the County Treasurer or County Administrator.

A husband and wife who are eligible for FMLA leave and are employed by the County may be limited to a combined total of 12 weeks of leave during any 12-month period if the leave is taken for the birth of the employee's son or daughter or to care for the child after birth, for placement of a son or daughter with the employee for adoption or foster care, or to care of the child after placement. Similar limitations exist when caring for a covered service member with a serious injury or illness to care for the employee's parent with a serious health condition. Please contact the Treasurer or County Administrator for more information.

Intermittent or Reduced FMLA Leave

If it is medically necessary, FMLA leave may be taken intermittently (a few days/hours at a time), or on a reduced leave schedule to care for a covered family member with a serious health condition,

because of the employee's personal serious health condition, to care for a covered service member with a serious injury or illness, or when necessary because of a qualifying exigency. For planned treatment, employees must make a reasonable effort to schedule such leave so as not to interfere with or disrupt departmental operations. Employees requesting a leave intermittently or a reduced leave schedule for the birth of the employee's child, or the child's placement with the employee for adoption or foster care do not have a legal right to take intermittent leave and can do so only with the Department Head approval.

Requesting a Leave

When the anticipated leave is foreseeable, the employee shall provide not less than thirty (30) days written notice to his or her supervisor that the person is seeking leave. If the leave is not foreseeable, notice of a request for the leave shall be provided as soon as practicable.

An eligible employee should contact the Treasurer or County Administrator to obtain and complete the Certification of Health Care Provider Form.

Paid or Unpaid FMLA

All paid leave, including Worker's Compensation or available disability leave, will run concurrently with an employee's FMLA. An employee must use any accrued vacation, sick or other paid personal time before unpaid FMLA leave begins. The combined total of paid and unpaid FMLA leave shall not exceed twelve (12) weeks or the employee's entitlement. With Department Head approval, an employee may retain up to five (5) days of accrued leave (any combination of time) to be used by the employee as needed following an approved FMLA leave.

Medical Certification

The County requires that an employee's leave to care for the employee's covered family member with a serious health condition or due to the employee's own serious health condition be supported by a certification issued by the health care provider of the employee or the employee's family member. Such certification is also required for leave to care for a covered service member with a serious injury or illness.

The employee shall provide, in a timely manner, a copy of such certification to the Treasurer or County Administrator. The Certification of Health Care Provider form is available in the Treasurer's Office.

At its discretion and expense, the County may require a second opinion as to the employee's health condition. In case of differing opinions, a third medical opinion from a mutually agreed upon provider may be required at the expense of the County, which shall be binding.

The County may require employees to re-certify continued eligibility for FMLA leave, but not more frequently than every thirty (30) days. If the employee fails to provide the required medical certification, the County may delay or deny the FMLA leave.

Status of Benefits

The employee's coverage (including dependent coverage) under the County's Group Health Insurance Program, during the period of a FMLA leave, will continue under the same terms and conditions as if the employee had continued to work unless and until the employee informs the

County that he or she will not return to work following the leave. Employees are obligated to continue to make the same co-payments of insurance premiums as made while actively employed. This includes the payment of any increases in insurance premiums that occur during a FMLA leave.

- A. Insurance premiums of employees using paid personal leave during a FMLA leave will be deducted from each paycheck.
- B. Employees going into an unpaid FMLA leave will be informed at the beginning of the unpaid leave period of the right to continue insurance, the responsibility for premiums, the amount due, and frequency of insurance premium payments. Premium payments more than thirty (30) days late may result in the County termination health care coverage.
- C. An employee who expects to be absent from work due to personal illness or injury for more than thirty (30) days may be eligible for IMRF Disability benefits.

If the circumstances of an FMLA leave change and the employee is able to return to work, the employee is required to notify the County at least two (2) working days prior to the employee's intent to report to work.

While on paid FMLA leave, employees continue to earn service, vacation and sick leave. Employees will be paid holidays that occur during a paid FMLA Leave.

While on unpaid FMLA leave, service, vacation and sick leave accrual cease. Employees will not be paid for holidays that occur during an unpaid FMLA leave. All service and leave accrual rates in effect at the time of the start of an unpaid FMLA leave will resume upon completion of the leave.

While on unpaid FMLA leave, the employee does not receive IMRF pension service credit. In order to continue such IMRF benefits during the FMLA leave, to the extent possible, the employee must contact the Treasurer.

Return to Work Authorization

Where the leave is based upon the employee's own serious health condition, the employee must provide medical certification that the employee is able to return to work before the employee will be permitted to return to work. This provision does not apply when the employee takes an intermittent leave.

Reinstatement at the Conclusion of Leave

An employee who timely returns from FMLA leave and who used the leave for the stated purpose will be reinstated to the same position that the employee would have held had the employee not taken leave, or to an equivalent position with equivalent benefits, pay and other terms and conditions of employment, unless the employee would no longer be employed had the employee not taken the leave.

Prohibitions

The following employee conduct is strictly prohibited in relation to an FMLA leave:

- A. Engaging in fraud, misrepresentation or providing false information to the County or health care provider;
- B. Failure to comply with the employee's obligations under this policy; or
- C. Failure to timely return from the leave

An employee who engages in such conduct will be subject to loss of benefits, denial or termination of leave and discipline, including but not limited to, discharge and recovery of health care payments.

CHILD BEREAVEMENT LEAVE

In the event of the death of a child (natural, adopted, foster, stepchild, a legal ward or the child of a person standing in loco parentis), employees who have worked a minimum of 1250 hours for the County during the immediately preceding 12 months are entitled to a maximum of 2 weeks of unpaid bereavement time and up to 6 weeks of bereavement time in the event of the death of more than one child during a twelve-month period.

MILITARY LEAVE

It is the County's policy to comply with all applicable Federal and State laws granting leave to employees who serve in the uniformed services.

In accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA), reemployment rights generally extend to persons who have been absent from a position of employment because of service in the uniformed services. Service in the uniformed services means the performance of duty on a voluntary or involuntary basis in a uniformed service, including, but not limited to:

- A. Active duty;
- B. Active duty training;
- C. Inactive duty training
- D. Funeral Honors Duty (See 10 U.S.C. 12503; 32 U.S.C. 115)

To be eligible for reemployment;

- A. The County must have advance notice of the employee's service;
- B. The employee must have five or fewer years of cumulative service in the uniformed services during his or her employment with the County;
- C. The employee must timely return to work or apply for reemployment; and
- D. The employee must not be separated from service with a disqualifying discharge or under other than honorable conditions.

There are qualifications and exceptions to these general eligibility requirements, which are described in detail in the Code of Federal Regulations 20 C.F.R. 1002.73 through 1002.138.

Procedures:

- A. As soon as an employee is aware that he or she will be absent because of service in the uniformed services, the employee must notify his or her supervisor and the Treasurer. Notification in writing is preferred, but verbal notification is acceptable.
- B. If eligible pursuant to the Local Government Employees Benefits Continuation Act (50 ILCS 140/2 et seq.) or the Military Leave of Absence Act (5 ILCS 325/1 et seq.) an employee will receive his or her regular compensation as a public employee minus his or her base pay for military services.

During leaves for annual training, an employee will continue to receive his or her regular compensation as a public employee. During leaves for basic training, for up to 60 days of special or advanced training, and for any other training or duty required by the United States Armed Forces, if the employee's compensation for military activities is less than his or her compensation as a public employee, he or she shall receive his or her regular compensation as a public employee minus the amount of his or her base pay for military activities. 5 ILCS 325/1.

In addition, an employee who is a member of any reserve component of the United States Armed Services, including the Illinois National Guard, and who is mobilized to active military duty on or after August 1, 1990, as a result of an order of the President of the United States, shall for each pay period beginning on or after August 1, 1990, continue to receive the same regular compensation that he or she receives as an employee at the time he or she is mobilized to active military duty, plus any health insurance and other benefits he or she is receiving or accruing at that time, minus the amount of his base pay for military service, for the duration of his active military service. 50 ILCS 140/2.

Employees may be eligible to continue health insurance benefits during their military leave period. The cost to an employee depends upon the nature and length of the employee's military leave. For military service beyond 30 days, employees may be required to pay up to 102 percent of the health insurance premium. Please contact the Treasurer's Office for further information.

Return to Work

- A. Employees returning from military service will be reemployed in the job that they would have attained had they not been absent for military service, with the same seniority, status and pay, as well as other rights and benefits determined by seniority;
- B. The period an employee has to make application for reemployment or report back to work after military service is based on time spent on military duty. For service of less than 31 days, the service member must return at the beginning of the next regularly scheduled work period on the first full day after release from service, taking into account safe travel home plus an eight hour rest period. For service of more than 30 days but less than 181 days, the service member must submit an application for reemployment within 14 days of release from service. For service of more than 180 days, an application for reemployment must be submitted within 90 days of release from service.

IMRF/SLEP Continuation

Participation in IMRF/SLEP will continue with the IMRF/SLEP employee contribution being deducted from the County issued compensation. The employee will be responsible for paying the

required contribution on the difference (applicable military pay) between the County issued compensation and their normal County compensation.

UNPAID PERSONAL LEAVE OF ABSENCE

Regular full-time employees who have completed their Employee Training Period may request an Unpaid Personal Leave of Absence for compelling or urgent reasons (not for outside employment) for a period not to exceed twelve (12) weeks. The leave is granted at the discretion of the Department Head.

Requests for an unpaid personal leave of absence must be submitted in writing to the Department Head as far in advance as practical. The request shall state the reason for the leave of absence and the requested length of time. Employees may request that the exact nature of the request be kept confidential.

The Department Head and County Administrator shall review the request and recommend either approval or disapproval of the request, based on the needs of the department, the availability of temporary substitute employees and the reason for the request.

While on an unpaid personal leave of absence, vacation and sick leave accrual cease. The employee is ineligible for holiday pay during the unpaid leave of absence.

Employees may continue to participate in the County's Group Health Insurance Program during an unpaid personal leave of absence with payment of the full monthly premiums (employer and employee share). Arrangements are to be made with the Treasurer's Office. Failure to make such arrangements or regularly schedule premium payments at the beginning of each month, will result in cancellation of benefits. If a benefit is cancelled, the rules and regulations of the carrier shall apply when the employee returns and seeks such coverage.

If an unpaid personal leave of absence is granted, regardless of its duration, there is no guarantee that the employee's job will remain unfilled or that the position will not be eliminated or changed by reorganization. If the employee's job is still vacant upon the conclusion of the leave of absence, the employee shall resume the position with the same status. Employee must understand that there is no guarantee of reinstatement to any position in the County upon completion of the leave.

Failure of the employee to report for duty at the expiration of the leave shall result in termination.

VESSA

The Victims' Economic Security and Safety Act of 2005, 820 ILCS 180/1 *et seq.* protects employees who are victims of domestic or sexual violation or have a family or household member who is a victim of domestic or sexual violence, whose interests are not adverse to the employee as it relates to the domestic or sexual violence, and provides that such persons may take unpaid leave from work to address domestic or sexual violence as further detailed in the Act.

Guidelines

An eligible employee shall be entitled to a total of twelve (12) work weeks of unpaid leave for one or more of the following;

- A. Seeking medical attention for or recovering from physical or psychological injuries caused by domestic or sexual violence to the employee or the employee's family or household member;
- B. Obtaining services from a victim services organization for the employee or the employee's family or household member;
- C. Obtaining psychological or other counseling for the employee or the employee's family or household member;
- D. Participating in safety planning, including relocation or taking other precautionary actions to increase the safety of the employee or the employee's family or household member from future domestic or sexual violence or ensure economic security;
- E. Seeking legal assistance or other remedies to secure the health and safety of the employee or the employee's family or household member, including preparing for or participating in any civil or criminal legal proceeding related to or derived from domestic or sexual violence.

Term of Leave

- A. The employee must state a qualifying reason for the leave to allow the County to determine whether the purpose for the leave is one permitted under the Act and this policy;
- B. The entitlement to leave under the Act is not in addition to the twelve (12) week leave period provided for under the Family and Medical Leave Act (FMLA) or the County's FMLA policy;
- C. Leave taken under this policy which also qualifies as FMLA leave shall run concurrently under both VESSA and FMLA, and shall be counted against the twelve (12) weeks entitlement under both VESSA and FMLA.
- D. Leave may be taken on an intermittent basis (in separate blocks of time) or on a reduced basis. County uses a rolling twelve (12) month calendar to calculate an employee's VESSA entitlement. Each time an employee requests VESSA, Bureau County will compute the amount of available time based upon the date of the employee's previous leave, if applicable.

Notice and Certification Requirements

When the leave is foreseeable, the employee is required to notify the County of the intention to take leave pursuant to this policy not less than 48 hours before the date the leave is to begin. If the circumstances require the leave to begin in less than 48 hours, the employee shall notify the County as soon as practicable. The County may deny an employee's leave request should the employee fail to provide timely advance notice for foreseeable leave. The County may require that employees seeking leave under this policy submit a sworn statement certifying that the leave is for one of the reasons cited by law.

All information provided to the County under this policy, including any certifications or any other documentation, record or corroborating evidence, and the fact that the employee has requested or obtained leave pursuant to this policy, shall be maintained as confidential, except to the extent that disclosure is requested or consented to in writing by the employee or otherwise required by law.

Status of Benefits

The employee's coverage (including dependent coverage) under the County's Group Health Insurance Program, during the period of VESSA leave, will continue under the same terms and conditions as if the employee had continued to work unless and until the employee informs the County that he or she will not return to work following the leave. Employees are obligated to continue to make the same co-payments of insurance premiums as made while actively employed. This includes the payment of any increases in insurance premiums that occur during a VESSA leave.

- A. Insurance premiums of employees using paid personal leave during a VESSA leave will be deducted for each paycheck;
- B. Employees going onto an unpaid VESSA leave will be informed at the beginning of the unpaid leave period of the right to continue insurance, the responsibility of premiums, the amount due, and frequency of insurance premium payments. Premium payments more than thirty (30) days late may result in the County terminating health care coverage;

While on paid VESSA leave, employees continue to earn service, vacation and sick leave. Employees will be paid for holidays that occur during a paid VESSA Leave.

While on unpaid VESSA leave, service, vacation and sick leave accrual cease. Employees will not be paid for holidays that occur during an unpaid VESSA leave. All service and leave accrual rates in effect at the time of the start of an unpaid VESSA leave will resume upon completion of the leave.

While on unpaid VESSA leave, the employee does not receive IMRF pension service credit. In order to continue such IMRF benefits during the VESSA leave, to the extent possible, the employee must contact the Treasurer.

Reinstatement at the Conclusion of Leave

An employee who timely returns from VESSA leave and who used the leave for the stated purpose will be reinstated to the same position that the employee would have held had the employee not taken leave, or to an equivalent position with equivalent benefits, pay and other terms and conditions of employment, unless the employee would no longer be employed had the employee not taken the leave.

TRAINING, TRAVEL and EMPLOYEE EXPENSES

The County recognizes that attendance at and participation in seminars or conferences is a valuable tool for updating an employee's job knowledge, skills and abilities. Requests by employees to attend seminars, conferences, workshops, conventions and the like should be submitted through their Department Head for review and approval subject to budgetary and scheduling parameters.

Employees attending a conference, meeting, class, seminar, convention or similar occasion as a representative of Bureau County are expected to conduct themselves in a professional manner. Any improper conduct will be treated as if it occurred during regular working hours and the employee may be subject to disciplinary action for such improper conduct, up to and including termination of employment.

The Department Heads shall allow for reimbursements to employees for meals consumed due to work-related travel, meetings or attendance at pre-approved training programs. Each respective meal shall be reimbursed up to \$12.00 upon submission of a receipt. No alcoholic beverages shall be subject to reimbursement. Conference or seminar meal expenses, in which the attendee has no choice over the cost, shall be reimbursed in full.

Abuse of the travel regulations, including falsifying expense reports to reflect costs not incurred by the employee, may be subject to disciplinary action, up to and including termination of employment.

Employees shall be reimbursed for authorized use of their private automobiles in the performance of their job-related duties at a rate set by the IRS. Employees driving personal cars shall report all accidents and/or incidents incurred while on duty to the Department Head. The use of County owned vehicles for personal use is prohibited.

HANDBOOK RECEIPT & ACKNOWLEDGEMENT FORM

Please read the Employee Handbook and sign this “Handbook Receipt & Acknowledgement Form.”

I have received a copy of the Bureau County, Illinois Employee Handbook, which includes the Equal Employment Opportunity Statement, Anti-Harassment, Americans with Disabilities Act and Professional Conduct & Appearance. I have read the handbook, understand it and agree to follow it during my employment with Bureau County, Illinois (hereinafter “Bureau County” or “County”).

I understand that the general information, guidelines, policies and procedures described are not intended to be comprehensive or to address all the possible applications or exceptions. For that reason if I have any questions concerning eligibility for a particular benefit or the applicability of a policy or practice, I will address this specific question with my Supervisor. Neither this handbook nor any other document confers any contractual right, either expressed or implied, to remain in the County’s employ. Nor does it guarantee any fixed terms and conditions of my employment. I understand that my employment is not for any specific time and may be terminated at will with or without cause and without prior notice by the County, or I may resign for any reason at any time.

I acknowledge that no supervisor or other representative of the County, other than the County Board, has the authority to enter into any agreement for employment for any specified period of time or to make any agreement contrary to the above. Any such agreement with the Board must be by specific individual agreement in writing and signed by the Chairperson and the employee. No one has the authority to make any oral statements that should be considered or construed as a contract or guarantee of employment or compensation, or guarantee of employment in a particular position with the County.

I agree to treat all information in this handbook as confidential. I will not disclose this handbook to others, except County employees and others affiliated with the County whose knowledge of the information is required in the normal course of business.

I acknowledge the Drug-Free Workplace policy, and I understand that I must comply with the policy in all respects.

Employee Signature: _____ Date: _____

Employee Name (printed: _____ Date: _____

Department: _____

Position: _____